

## Applications for Course Exemption, Adding / Dropping Courses and Change of Class / Section for 1<sup>st</sup> Semester, 2021-22

*Circulation by Student Portal and Registry notice boards*

Please be informed that the application period of the captioned is as follows:

**13 - 24 September 2021**

1. For the application for **adding/dropping General Education elective courses & programme/stream elective courses** and **adding programme core courses for retake**, please submit the application via the **online** enrolment system <https://oes.cihe.edu.hk/> during the above-mentioned period.
2. Application forms for **Course Exemption, Dropping of Programme Core Courses, Change of Class/Section** can be downloaded from the following location:  
**Student Portal** - <http://studentportal.cihe.edu.hk/>

Click the following items after login:

(1) “**Registry**”, (2) “Registry Services”, and then (3) “Forms”

Please submit the duly completed application forms and the supporting documents, where appropriate, within the above-mentioned period to **the Registry Counter (2/F Student Services Centre at CIHE Building)** or by email to ([registry@cihe.edu.hk](mailto:registry@cihe.edu.hk)).

3. Students who fail to submit applications within the above-mentioned period will be charged an **administration fee of HK\$120** for each late application. The Registrar has the discretion whether or not to grant permission for the late application and only under exceptional circumstances will the late applications be considered.

Thank you for your kind attention.

